

Secondary Programs

Title: Added Cost Reimbursement

Professional-technical education money is distributed to offset the added costs of operating professional-technical education programs. Costs associated with a normal classroom are not reimbursable (such as textbooks, regular teacher salary, desks, etc.)

Approvable Items by Budget Category

Salaries, benefits and reimbursement for Time Beyond the Normal Academic Year:

Up to 100 percent of a maximum of eight weeks (depending on program area) beyond the normal academic year is approvable. Paid vacation may not be included. These contracts require that an appropriate program of work documenting activities in which the instructor is involved during the extended time be on file in the building principal's office. Activities related to formal instruction, project visitations, establishment of work sites, student organizations, and professional improvement are allowable. It is expected that the primary focus of this extended time will be instructional activity, including project/work visitations. Only those benefits associated with the portion of actual salary reimbursed are allowable.

Travel: Instructor travel costs relating to professional development, specialized instruction and supervision of student contests and conferences are reimbursable. Approvable activities include, but are not limited to: professional seminars, workshops, state sponsored meetings, summer conference and back-to-industry experiences related to the professional-technical program. Workshop fees may be included, but not professional dues or tuition costs.

Travel for supervision of student conferences and contests should also be included here. These funds can be used to cover expenses for district approved chaperones including conference registration fees, mileage, per diem and lodging. These funds cannot be used to cover students' costs to attend conferences.

Instructional Materials and Supplies: Items to be purchased must be directly related to the program. Approvable instructional materials and supplies may include such items as: reference materials, student manuals, durable aids, computer software and peripherals, and consumable materials and supplies. Textbooks and other items associated with a normal classroom are not reimbursable. Include equipment that has a unit value less than \$500 here instead of under the Instructional Equipment category.

Instructional Equipment: Items to be purchased must be directly related to the program. Equipment is defined as tangible property having a useful life of more than 2 years and an acquisition cost of \$500 or more per unit. Instructional equipment must be identified on an Inventory Record (Form 25) submitted with the Reimbursement Request (10-R form).

Other Expenses: Only those expenses not fitting into the other 4 categories should be included here. The primary use for this category is for outside services contracted by the district.

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Approved: March 23, 2006